

DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814
(916) 445-7046



April 9, 1986

ALL-COUNTY LETTER NO. 86-29

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITORS
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide claiming instructions for the January-March 1986 quarter. Included are instructions related to: The Public Assistance-Food Stamps (PA-FS) Shift, DFA 327.9, requirement for the Refugee Demonstration Project (RDP); the Total Funding Roll-up Pages, DFA 327.10A and .10B, which are new forms to be included starting with this quarter; and, the Aid to Families with Dependent Children/Nonassistance Food Stamps (AFDC/NAFS) Eligibility Worker and Staff Cost Distribution Reports, DFA 327.8A through DFA 327.8D (Revision 6/85).

The following administrative expense claim forms are to be used for the January-March 1986 quarter claim:

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	9/85	DFA 327.7A	9/85
DFA 325.1A	9/85	DFA 327.7B	9/85
DFA 325.1B	9/85	DFA 327.8A	9/85
DFA 327.1A	9/85	DFA 327.8B	9/85
DFA 327.1B	9/85	DFA 327.9	1/86*
DFA 327.1C	9/85	DFA 327.10A	1/86*
DFA 327.2A	9/85	DFA 327.10B	1/86*
DFA 327.2B	9/85	DFA 403	7/82
DFA 327.2C	9/85	DFA 50	3/85
DFA 327.3A	9/85	DFA 419	1/83
DFA 327.3B	9/85	DFA 43	8/85
DFA 327.4A	9/85	DFA 46	8/85
DFA 327.4B	9/85	DFA 47	1/85
DFA 327.4C	9/85	DFA 323	8/85
DFA 327.5	9/85	DFA 856	4/82
DFA 327.6	9/85	DFA 48	7/85

*Indicates revisions this quarter to the administrative expense claim.

The following AFDC/NAFS Eligibility Worker and Staff Cost Distribution Report forms are to be used for the January-March 1986 quarter claim:

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 327.8A	6/85	DFA 327.8C	6/85
DFA 327.8B	6/85	DFA 327.8D	6/85

Public Assistance-Food Stamps Shift (PA-FS Shift)

Counties were notified in All-County Letter 85-107 that a federally approved rate of 21.62 percent of the federal AFDC casework, support and electronic data processing (EDP) costs was to be used to determine the time and costs attributable to Public Assistance-Food Stamp activities. The revised administrative expense claim form, DFA 327.9, PA-FS Shift incorporated the rate for application to the AFDC-Family Group/Unemployed (AFDC-FG/U) Program, line 33 and the Refugee Resettlement Program-AFDC (RRP-AFDC), line 49.

The federal Office of Refugee Resettlement (ORR) notified the State Department of Social Services (SDSS) that the RDP will also be subject to the PA-FS shift adjustment. However, due to time constraints, a revised DFA 327.9 will not be available from the SDSS warehouse until late June.

A copy of the audited claim reflecting the above program PA-FS shift of costs will be forwarded to the counties through the normal audited claim release process. Therefore, effective with the January-March 1986 quarter, counties are to apply the approved rate on the DFA 327.9 as follows:

- o For AFDC-FG/U, line 33 - Multiply column BE, line 33 by 0.1081. Enter amount on line 33, column BX.
- o For RRP, line 49 - Subtract line 49, column AR from line 49, column BP. Multiply this amount by 0.1081. Enter the total on line 49, column BX.
- o For RDP, line 58 - Subtract line 58, column AR from line 58, column BP. Multiply this amount by 0.1081. Enter the total on line 58, column BX.

DFA 327.10A (Social Services) and DFA 327.10B (Eligibility and Nonservice) Total Funding/Roll-up Pages

Effective with the January-March 1986 quarter, the DFA 327.10A and DFA 327.10B have been designed to roll-up and illustrate funding for Staff Development Costs, DFA 327.7 (Rev. 9/85) and Other Costs, DFA 327.8 (Rev. 9/85), as they relate to the various programs. Prior to the fiscal year 1985/86 format changes, this function was accomplished through the use of the Total Expenditures Funding Distribution Report, DFA 327.8 (Rev. 1/85). Counties should note that the adjustments based on the PA-FS Shift, DFA 327.9, are not addressed on the roll-up pages.

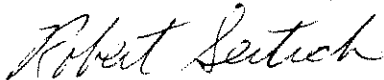
A limited number of these forms will be mailed to each county. The instructions are included on the forms. These forms will be available through the warehouse for the April-June 1986 quarter. We regret any inconvenience this may cause the counties.

AFDC/NAFS Eligibility Worker and Staff Distribution Reports

The form identification of the AFDC/NAFS Eligibility Worker and Staff Distribution Reports, DFA 327.8A through DFA 327.8D, designated for cost control purposes prior to the reformatting of the administrative expense claim, are currently under review. This is to alert counties that the forms will be assigned new form numbers effective with fiscal year 1986/87. However, in the interim, the DFA 327.8A through DFA 327.8D (revised 6/85) are to be completed by the counties for the remaining quarters of fiscal year 1985/86. These forms are to accompany the administrative expense claim when submitted.

In order to provide the counties with an adequate supply of the forms, the forms showing revision date 6/85 were reprinted. Distribution is anticipated in early April.

Any questions regarding claiming should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046. Any questions regarding the cost distribution reports should be directed to the County Administrative Expense Control Bureau at (916) 322-5802.



ROBERT T. SERTICH
Deputy Director
Administration

cc: CWDA